

**PARKS AND RECREATION COMMISSION • AGENDA**

Wednesday, December 1, 2010 • 6:30 P.M. • San Bruno City Hall • 567 El Camino Real, Room #115
(Special Meeting)

WELCOME TO OUR COMMISSION MEETING. . .

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization.

In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us **48** hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of five (5) minutes for individual comments.

SWEARING IN OF NEWLY APPOINTED AND RE-APPOINTED COMMISSIONERS BY CITY CLERK, CAROL BONNER.

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

ROLL CALL: Commissioners: Chair Greenberg, Vice-Chair Marshall, Davis, Lara, Nigel, Palmer, Pierce, Zamattia. Youth Representative: Bower.

APPROVAL OF MINUTES: October 20, 2010 Meeting

A. UNFINISHED BUSINESS:

1. Committee Projects – Status Reports- **Attached**
 - a) Donor Recognition Sculpture – Greenberg
 - b) Athletic Field – Pierce – Lions' Field Project update
 - c) Catalpa Park – Nigel
 - d) Dog Park – Marshall – Discussion of **Attached Draft Letter**
 - e) Crestmoor Field – Pierce
 - f) Revenue Enhancement - Zamattia
2. Status of Recommendation to the City Council Regarding Acceptance of a Scoreboard for Diamond #3 from Pee Wee Baseball – Oral Report

B. COMMUNICATIONS:

C. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

D. NEW BUSINESS:

1. Review of the Role of the Commission and Commissioners – General Discussion
2. 2011 Commissioner Calendar - **Attached**

E. REPORTS:

1. Staff
 - a. Three Year Community Services Department Budget Summaries - **Attached**
 - b. Community Services Department's 1st Quarter Finance Report for 2010-11- **Attached**
2. Commissioners

F. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****

/jm

San Bruno Parks & Recreation Commission Project Status Report - - December 2010

Catalpa Lot	Commissioners: NIGEL, Davis, Zamattia, Pierce - - Staff: Freitas, Schwartz	
	Goal: Determine best use of site based upon site limitations, size & community needs	
	Goal #2: Are additional improvements needed for playground area	
	Status: Received Council feedback (Sept 22) - need to develop design options	
* Commission to Brainstorm goal, tasks, dates		May 20th
* Staff to determine limitations on site	Staff	Prior to June 8th
* Public meeting to brainstorm alternate uses	All	June 17th
* 2nd public mtg to brainstorm site uses	All	July 15th
* Commission recommendation: Playground	All	July 15th
* Commission made recommendation to Council	All	August 19th
* Council approved playground - asked for lower cost option		Sept 22nd
* Develop lower cost option for Comm consideration	Staff	by Oct 21st
* Met w/ residents & vendor on lay-out and design	Committee/Staff	Dec 16th
* Review design lay-out and cost proposal	All	Jan 20th
* Commission recommendation to Council revised playground design and funds for basketball courts paving	All	???
New playground installed		Mar-10
Paving at basketball courts to be completed in summer		Jun-10
PG&E to repave basketball courts (needed to perform core drilling)		Oct-10
Nigel to ask neighbors their interest in landscaping		Nov-10

Crestmoor Site	Commissioners: PIERCE, Davis, Zamattia	
	Goal: Stay informed/involved with ongoing discussion of Crestmoor site with SMUHSD	
	Status: Prepare to develop plans for the future of site based on community needs & changes	
* Review 7-11 Report to SMUHSD	ALL	10/20/2010
* Identify any actions taken by school board as result of 7-11 report	ALL	11/2/2010
* Meet with Scott and Liz to better understand their goals	PIERCE	?
* Monitor impact of Measure O	ALL	
*		

Dog Park Issue	Commissioners: MARSHALL, Greenberg, Pierce - - Staff:	
	Goal #1: Recommend improvements to Commodore Dog Park	
	Goal #2: Consider, evaluate and recommend additional site(s)	
	Status: Committee & Staff to meet and discuss options	
* Committee held public meeting with dog park users		March 26th
* Commission heard from public at April meeting	Stephan	April 15th
* Commission to consider various sites at May meeting	Laura/Stephan	May 20th
* Commissioners to visit and evaluate sites	All	Prior to June 8th
* Committee to re-examine direction/options	Stephan/Greg	June 2009
* Committee to meet with dog users	Stephan/Greg	July 9th
* Committee recommendation to Commission	Stephan/Greg	July 15th
* Staff investigation of costs/funding/impacts	Staff	August 12th
* Commission discuss pros/cons of each site	Staff	August 19th
* Commission made a recommendation to Council	Stephan/Greg	September 22nd
* Public hearing with neighbors of all considered parks	All	December 2nd
* Commission to discuss feedback/sites/direction	All	March
* Staff is preparing brochure of other local dog parks		April
* Commission approved lighting options for potential donors		April
* Brochure of other dog parks is on-line and on public counters		August
* Letter drafted to remind group they can donate for improved lighting		November 9th

**San Bruno Parks & Recreation Commission
 Project Status Report - - December 2010**

Donor Recognition	Commissioners: GREENBERG, Pierce, Davis - - Staff: Schwartz & Alita		
	Goal: Assist with judging of art and make recommendation to Council		
	Status: Recommendation from both Commissions to Council Nov 23, 2010		
* Policy complete			
* Staff to work w/ Culture/Arts Comm on a call for artists			Complete
* P&Rec / Cult&Arts Committee judged proposals			Dec 1st
* Judged models submitted from finalists			Mar-10
* Committee shared 3 models with each commission			Mar-10
* Both commissions rejected and requested more information			Mar-10
* Committee meet on site and proposed joint commission meeting with artist			6-May-10
* Commissions' site recommendation to Council			May-10
* Committee met with Artists - excellent feedback provided - agreed on one model			
* Committee met with artists at site to view size of sculpture, discuss color, etc.			Aug-10
* Cultural & Arts Commission to finalize details			
* Need C&A Commission update			Oct-10
* Commissions' recommendation to Council			Nov 23, 2010
Lions Field Committee	Commissioners: PIERCE, Davis, Greenberg, Lara - - Staff: Freitas & Brewer		
	Goal #1: Determine if more athletic field space is necessary - COMPLETED		
	Goal #2: Consider, evaluate and recommend athletic field improvements - COMPLETED		
	Goal #3 To be kept updated on process and progress so that we can learn from it and apply to future projects		
	Status: Project approved by City Council and in design phase with Public Services		
* Committee mtg scheduled for April 13th (Site inspections, options, process, etc)		Greg	April 13th
* Committee report to Commission April 15th		Greg	April 15th
* Waiting on assessment from City staff on Crestmoor Elem, John Muir, Monte Verde, Lions, Rollingwood			
* Commission to discuss next steps for Committee		Greg	April 15th
* Review report - weigh options			May 20th
* Commissioners to visit and evaluate sites		All	Prior to June 8th
* Site visits, evaluations to staff		All	Prior to July 15th
* Commission prioritized projects and asked staff to develop		All	July 15th
* Discussed options for Lions Field improvements		Staff	August 19th
* Council approved concept - asked for more details			Sept 22nd
* Committee met with staff		Committee/Staff	Nov 16th
* Staff report, user group feedback - Recommended to Council		All	Jan 20th
* Presented update and details of project to Council		APPROVED Committee/Staff	March 9th
* Deadline for request for bids		Staff	09/23/10
* Interviews for 3 finalists week		Staff	10/18/10
* Negotiate with top firm week of		Staff	10/25/10
* Verde Design presentation to Council for approval		Staff	11/23/10
Revenue Committee	Commissioners: ZAMATTIA, Marshall, Nigel		
	Goal: Assist City Generate New Revenues		
	Status: Committee to meet and determine if there is a need for this committee		
* Met and decided there is not a need for this committee. Commissioners should call/email any revenue ideas to staff or bring them to the meetings.			Nov 15, 2010



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities / Library / Parks / Recreation / Seniors
Providing Quality Programs, Places & Services

To: Dog Park Users
From: San Bruno Parks & Recreation Commission
Date: December 1, 2010
RE: **DOG PARK LIGHTS**

Earlier this year, at the request of several residents, the Parks and Recreation Commission looked into the cost of installing lights at the Commodore Dog Park. During the televised meeting in April, the Commission reviewed options presented by City staff and stated that the project would require public donations to complete because of the City's budget status.

Even though the City has not received any donations for this project, it is still on the Parks and Recreation Commission's radar. This memo is a reminder that donations can still be made to the City towards improving the lighting at the Dog Park.

As a reminder, the options presented included the installation of a 1000-watt fixture mounted on the Pump House (approximate cost: \$3,000); installation of a second arm mounted on the existing light pole adjacent to the entrance to the Dog Park (approximate cost: \$3,500); and installation of a 15-foot pole with a 1000-watt light fixture installed near the Pump House (approximate cost: \$6,000).

If you are interested in donating towards lighting improvements, please contact the Community Services Department at (650) 616-7180. Thank you for your consideration of this project.



INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: December 01, 2010

TO: Randy Schwartz, Community Services Director
Carol Bonner, City Clerk
Parks and Recreation Commissioners

FROM: Jackie Mattias, Executive Assistant

SUBJECT: Parks and Recreation Commission Meetings - 12-Month Schedule

The following is 2011 meeting schedule:

Wednesday, January 19, 2011

Wednesday, February 16, 2011

Wednesday, March 16, 2011

Wednesday, April 20, 2011 **(Note: Televised Meeting - Senior Center @ 7:00 p.m.)**

Wednesday, May 18, 2011

Wednesday, June 15, 2011

Wednesday, July 20, 2011

Wednesday, August 17, 2011

Wednesday, September 21, 2011

Wednesday, October 19, 2011 **(Note: Televised Meeting - Senior Center @ 7:00 p.m.)**

Wednesday, December 7, 2011 **(November/December Meetings are combined.)**

**NOTE: ALL REGULARLY SCHEDULED MEETINGS BEGIN AT 6:30 PM
AND ARE HELD AT CITY HALL;
TELEVISED MEETINGS BEGIN AT 7:00 PM
AND ARE HELD AT THE SENIOR CENTER.**

cc: Community Services Staff
Miriam Schalit, Cable-TV
City Council Liaison

Community Services Department 3-Year Budget Summaries

October 10, 2010

Library Division	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Revenue	144,703	151,909	241,060	255,493
Expenditures	1,980,757	2,041,271	1,917,781	1,895,770
GF Subsidy	1,836,054	1,889,362	1,676,721	1,640,277

Parks Division	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Revenue	-3,725	24,550	13,750	42,828
Expenditures	2,513,043	2,510,702	2,317,313	2,307,924
GF Subsidy	2,516,768	2,486,152	2,303,563	2,265,096

Recreation Division	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Revenue	793,134	741,516	823,400	850,360
Expenditures	1,470,947	1,531,580	1,432,375	1,441,825
GF Subsidy	677,813	790,064	608,975	591,465

Seniors Division	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Revenue	154,688	152,387	161,387	199,634
Expenditures	912,749	981,845	731,635	678,200
GF Subsidy	758,061	829,458	570,248	478,566

Department Totals	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Revenue	1,088,800	1,070,362	1,239,597	1,348,315
Expenditures	6,877,496	7,065,398	6,399,104	6,323,719
GF Subsidy	5,788,696	5,995,036	5,159,507	4,975,404

* This spreadsheet does not include Building and Facilities Division as that is an internal service fund

Comparison of General Fund Subsidy to 2009-10 Actuals

	2007/08 Actual	2008/09 Actual	2009-10 Budget	2009-10 Actual
Library Division	111.94%	115.19%	102.22%	100.00%
Parks Division	111.11%	109.76%	101.70%	100.00%
Recreation Division	114.60%	133.58%	102.96%	100.00%
Seniors Division	158.40%	173.32%	119.16%	100.00%
Department Totals	116.35%	120.49%	103.70%	100.00%

1st Quarter 2010-11 Finance Report

<u>General Fund Revenues</u>	<u>2010-11</u>	<u>2009-10</u>	<u>10-11 v. 09-10</u>
Recreation / Senior Services / Parks	314,452	291,521	22,931
Library	<u>37,728</u>	<u>38,053</u>	<u>(325)</u>
Total	352,180	329,574	22,606

<u>General Fund Expenses</u>	<u>2010-11</u>	<u>2009-10</u>	<u>10-11 v. 09-10</u>
Recreation	387,502	414,682	(27,180)
Parks	459,203	500,887	(41,684)
Senior Services	205,858	194,367	11,491
Library	<u>448,236</u>	<u>474,609</u>	<u>(26,373)</u>
Total	1,500,799	1,584,545	(83,746)

Summary

Additional Revenues	22,606
Reduced Expenses	<u>83,746</u>
Benefit to the General Fund	106,352